



**Domestic Dependent  
Elementary and Secondary  
Schools**

**Performance Work Statement**

**Logistics Support  
Fort Benning Army Base  
Columbus, GA**

**and**

**Robins Air Force Base  
Robins AFB, GA**

**Revised 10-12-05**

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## SECTION C-1 GENERAL REQUIREMENTS

### 1 GENERAL INFORMATION

**Mission** - The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

**Vision** - Communities investing in success for ALL students.

The Department of Defense Education Activity (DoDEA) is a Department of Defense field activity operating under the direction, authority, and control of the Deputy Undersecretary of Defense (Military Community and Family Policy). DoDEA provides education to eligible Department of Defense (DoD) military and civilian dependents from preschool through grade 12 with two distinct programs. The DoD Domestic Dependent Elementary and Secondary Schools (DDESS) system serves an estimated 36,400 students in 70 schools located in seven states, Guam, Cuba, and the Commonwealth of Puerto Rico. The DoD Dependent Schools (DoDDS) system serves approximately 76,500 students in 154 schools in 13 countries. The focus of the DoDEA organization is to provide quality education to all eligible students.

### **Format**

#### NOTE OF EXPLANATION

This Performance Work Statement (PWS) represents a departure from traditional contract solicitation format. The intent of the Government is to solicit the most efficient and effective organization capable of completing all requirements set forth in Sections C-1 through C-6 of this document. To achieve this goal:

- The ability of private and public sector bidders to perform all requirements is subject to competition. Therefore the term "Service Provider" (SP) is used in lieu of the term "Contractor."
- The result of this competition may be (1) implementation of the Government's Most Effective Organization (MEO); (2) award to a Public Reimbursable Source; or (3) award of a commercial contract. Therefore, the term "Award" is used in lieu of the term "Contract."
- Significant process improvements are desired.
- "How to" procedures have been removed, to the greatest extent practicable.
- Requirements are defined based on output of products and services, not level of effort required to perform functions.

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- Current methods of doing business are not solicited.
- Proposals that will achieve savings through innovative process improvement and resource management are encouraged.

This PWS consists of the following sections:

- Section C-1, General Conditions
- Section C-2, Definitions and Acronyms
- Section C-3, Government Furnished Property and Services
- Section C-4, SP Furnished Property and Services
- Section C-5, Specific Requirements
- Section C-6, Directives, Publications, and Forms
- Technical Exhibits

This section provides information on the general conditions of operations, as well as providing general requirements of the SP that are not tied to requirements described in Section C.5, Specific Requirements.

### **1.1 SCOPE OF WORK**

The SP shall perform the following Logistical Services to support the Department of Defense Educational Activity (DoDEA); DDESS located at Fort Benning, GA and Robins AFB, GA.

5.1 Custodial Services

5.2 Labor Services

5.3 Facilities Maintenance

5.4 Transportation Services

5.5 Campus Safety and Security

5.6 Environmental Services

The work will be performed at the following locations:

1) Fort Benning

District Superintendent Office  
7201 Custer Road, Bldg 2670  
Fort Benning, GA

Dexter Elementary School  
99 Yeager Avenue  
Fort Benning, GA 31905

Faith Middle School

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1375 Ingersoll Street  
Fort Benning, GA 31905

Loyd Elementary School  
900 Santa Fe Road  
Fort Benning, GA 31905

McBride Elementary School  
700 Custer Road  
Fort Benning, GA 31905

Stowers Elementary School  
7791 Stowers Drive  
Fort Benning, GA 31905

White Elementary School  
300 First Division Road  
Fort Benning, GA 31905

Wilson Elementary School  
112 Lavoie Avenue  
Fort Benning, GA 31905

Maintenance Building  
1049 Baltzell Avenue  
Fort Benning, GA 31905

2) Robins AFB

Robins Elementary School  
895 Eleventh Street  
Robins AFB, GA 31098

See Technical Exhibit 1 (TE1) – Fort Benning Student / Staff Population and  
Technical Exhibit 2 (TE2) – Robins AFB Student / Staff Population for information  
regarding the number of DDESS students and staff being supported.

## **1.2 GENERAL REQUIREMENTS**

The SP shall comply with pertinent regulations set forth in this PWS. The SP shall comply with applicable Federal, State, and local laws and regulations.

### **1.2.1 PERSONNEL**

#### **1.2.1.1 GENERAL**

The SP shall furnish fully trained and qualified managerial, technical, administrative, supervisory, clerical, and direct labor personnel as required to accomplish all work. SP personnel shall be able to speak, read, write, and understand the English language, including unique terminology used in their functional specialty.

#### **1.2.1.2 STANDARDS OF CONDUCT**

The SP shall not employ any person whose employment under this Award could in any way result in a conflict of interest. All personnel employed by the SP in the performance of this Award, or any representative of the SP entering the Government installation, shall obey all regulations of the installation. The SP shall be responsible for employee competency and conduct and for taking disciplinary actions with respect to his/her employees. The removal from the job site of a SP employee shall not relieve the SP of the requirement to provide personnel to perform the specific tasks outlined in this PWS. No SP employee will be permitted on the installation when such checks reveal that his/her presence would be detrimental to the security of the installation or to the accomplishment of the work prescribed. The Government reserves the right to require removal of any SP employee from the job site who endangers persons or property or whose continued employment is inconsistent with the interests of security. Further, the Government reserves the right to refuse to permit any SP employee to perform services under the Award. In such cases, the Designated Government Representative (DGR) or alternate will advise the SP of the reason for requesting an employee's removal or withdrawing his/her authorization to enter the installation.

#### **1.2.1.3 KEY PERSONNEL: SP PROGRAM MANAGER AND CAMPUS MANAGER**

The SP shall provide an on-site Program Manager at Ft. Benning, Georgia, available for discussion with the DGR during normal operating hours. The SP shall designate an alternate Program Manager available during the absence of the Program Manager. The SP shall provide a Campus Managers for Robins AFB present during normal operating hours, and outside normal working hours by telephone or pager. The contact number(s), to be furnished at the pre-performance conference, shall not be changed without reasonable prior notice to



the DGR. The SP points of contact are responsible for access, utility control, inspections, and repairs at their respective facilities. Nothing contained in this subsection should be construed as dictating personnel hiring. The SP may, at its discretion, combine the Program Manager and Campus Manager. functions with other functions, so long as the requirements of Section C-5 are met.

#### **1.2.1.4 SP ORGANIZATIONAL CHART**

Fifteen days prior to the Performance Start Date (P-15), the SP shall furnish to the DGR or alternate, a copy of the SP organizational chart as proposed for the performance of this PWS. The SP chart shall provide the names, addresses, and telephone numbers of the supervisory and management personnel who serve as Point of Contact (POC) between the SP and the Government to resolve problems and emergencies. The SP organizational chart shall also identify all key personnel. The SP shall keep this chart updated and shall notify the DGR or alternate within three calendar days, in writing, whenever changes are made.

#### **1.2.1.5 IDENTIFICATION OF SP EMPLOYEES**

No later than P-15, the SP shall provide to the DGR or alternate and the Security Office a list of employees who will perform under the Award. The list shall contain the SP's name, Award number, full name of each employee, job title or position held by each employee, employee's work assignment, work site, and security clearance level. The SP shall notify the DGR or alternate, in writing, of any addition, deletion, or change within three calendar days of such change.

#### **1.2.1.6 EMPLOYEE APPEARANCE**

All SP employees shall dress in comfortable neat clothing, wear sturdy shoes and maintain a neat appearance in order to create a favorable image of the school system. Personnel in violation of this dress code shall not be allowed to work until corrective action is taken.

#### **1.2.1.7 U.S. CITIZENSHIP**

All SP personnel employed in the performance of this Award shall be United States citizens.

#### **1.2.1.8 SECURITY CLEARANCE**

Unless otherwise stated, there are no general requirements for a security clearance. Specific security requirements may be found in each part of Section C-5, under Conditions of Performance.

#### **1.2.1.9 BACKGROUND CHECKS**

The SP shall ensure and provide documentation that all employees have a Child Care National Agency Check with Written Inquiries (CNACI) background check. CNACI is a personnel security investigation combining a National Agency Check

and written inquiries to law enforcement agencies, former employers, and supervisors, references, schools, and a State Criminal History Repository (SCHR) check with each state in which an individual has resided in the past 10 years.

## **1.2.2 OPERATING HOURS**

### **1.2.2.1 NORMAL HOURS**

The core school hours are between 0730 and 1600 Monday to Friday. The SP may use any scheduling methodology provided that adequate manpower is maintained to ensure completion of all work requirements at the scheduled time. Use of a particular scheduling methodology shall not alleviate the Service Provider from the requirements contained herein. The routine custodial cleaning shall be performed primarily after school hours to not disrupt the work of the students and staff.

### **1.2.2.2 HOURS OF OPERATION OTHER THAN NORMAL**

In performance of this Award, the SP shall, on occasion, work other than normal hours to meet project requirements. In addition, some tasks may require support on Federal holidays. Work outside regular duty hours is required to accomplish work; to avoid shutdowns; to avoid discomfort, inconvenience, or safety hazards to personnel; and to respond to security violations.

### **1.2.2.3 FEDERAL HOLIDAYS**

Federal Holidays are listed below. Should a Federal Holiday fall on a Saturday, the Friday immediately before is considered the holiday; if the Federal Holiday falls on a Sunday, the Monday immediately following is considered the Holiday.

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

### **1.2.2.4 SCHOOL VACATIONS**

See Technical Exhibit 3 (TE3) for Fort Benning School Year Calendar

See Technical Exhibit 4 (TE4) for Robins Air Force Base School Year Calendar

### **1.2.2.5 SCHOOL CLASSROOM INTERRUPTION**

Any planned disruption of classroom activity shall be coordinated in advance with the applicable school administrator. This includes scheduled activities inside the buildings, immediately outside and buildings, playgrounds, athletics fields, and other designated areas.

### **1.2.3 WORK RECEPTION**

#### **1.2.3.1 FORT BENNING**

The SP shall ensure an employee is available each work day at the Fort Benning Maintenance Shop (Bldg. 1049) during normal operating hours to answer emergency phone calls, and receive computer generated (program on network) work orders. At Fort Benning, the SP shall use the government furnished work order system. The SP employee can perform other requirements in the PWS.

### **1.2.4 INTERACTION WITH OTHER CONTRACTORS**

The customer workforce is a mixture of Government and contractor entities. The SP will normally interface directly with the DGR. The SP shall not direct the other support contractors' personnel; the SP shall submit requests for the required support services for SP performance of this Award to the DGR or alternate. There are, however, situations where the SP will be required to work with other contractors. Where applicable, these situations are identified in C-5. Upon Award, the SP shall submit, to the DGR or alternate, a plan for creating and maintaining lines of communication with these other contractors, mitigating risk to performance of this Award and sharing GFP. The plan shall be based upon the requirements of this PWS, prior experience, and the technical documentation referenced in Section C-5. The SP shall maintain and update the plan throughout the performance of this Award.

### **1.2.5 QUALITY CONTROL**

#### **1.2.5.1 QUALITY CONTROL PLAN (QCP)**

The SP shall submit, as part of their technical proposal, a Quality Control Plan (QCP). The QCP shall be effective upon award and shall include the following:

- An inspection system.
- Avoidance of organizational and personnel related conflicts of interest between PWS requirements and other SP or SP personnel activities.
- Description of records and availability for review.
- Material/equipment accountability.
- Methods for identifying, correcting, and preventing defects.
- Performance evaluation meetings.

## **1.2.6 QUALITY ASSURANCE**

### **1.2.6.1 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)**

The Government's Quality Assurance Surveillance Plan (QASP) will be designed to measure the effectiveness of the SP's QCP.

The Government will evaluate the SP's performance using the QASP. For those tasks listed in Section C-5, the Government will follow the methods of surveillance specified in the QASP. Government surveillance by methods other than those listed in the QASP (such as provided for by the Inspection of Services clause) may occur during the performance period. The performance of the services specified herein shall be subject to review by the Government at its discretion and in accordance with the QASP. The Quality Assurance Evaluator (QAE) will inform the SP Program Manager when discrepancies occur in performance of the Award and may request corrective action from the SP. When the QAE requests corrective action, the SP shall notify the QAE in writing within 24 hours of correction of a discrepancy. The QASP will be available to the SP upon Award.

### **1.2.6.2 PERFORMANCE EVALUATION MEETINGS**

The SP Program Manager shall attend weekly meetings with the DGR or alternate during the phase-in period and biweekly meetings during the first two months of the full performance period. Thereafter, monthly meetings will be held as scheduled by the DGR or alternate. However, a meeting will be held whenever a Performance Deficiency Report (PDR) is issued. Written minutes of all performance evaluation meetings shall be signed by the SP's Program Manager and the DGR or alternate and included in the contract file.

## **1.2.7 SECURITY**

### **1.2.7.1 BADGES**

SP personnel shall obtain the required security identification badges for employees before access to the Installations can be granted. The DGR will assist with the security badge process. The SP is also responsible for providing its employees with an identification badge that includes the company name and employee name.

The SP shall ensure that all departing SP personnel are out-processed, to include turning in security identification badges to the appropriate security office.

The Government will have, and exercise, full and complete control over granting or denying security identification badges. The SP shall account for all government security identification badges issued to SP employees.

### **1.2.8 SAFETY AND HEALTH**

#### **1.2.8.1 ACCIDENT REPORTING**

The SP shall report accidents to the DGR or alternate orally within one hour of any accident. Within two working days of any accident, the SP shall submit to the DGR or alternate the Accident Report that will cover the circumstances of the accident.

#### **1.2.8.2 CONTROL OF ACCIDENT SCENE**

The SP shall, in the event of an accident, take action to establish control of the accident scene to prevent further injury to persons or damage to property and to preserve evidence until released by the accident investigative authority on the scene. The SP shall, if the Government elects to conduct an investigation of the accident, cooperate fully and assist Government personnel in conducting such investigation until the investigation is complete.

## SECTION C-2

### 2 DEFINITIONS, ABBREVIATIONS, AND ACRONYMS

#### 2.1 DEFINITIONS

Acceptable Performance Level (APL): The minimum acceptable performance level, expressed as a percentage of a lot. However, the SP shall not intentionally perform any service in a defective manner and shall re-perform any service found to be defective where possible. Only the DGR or alternate will make these decisions.

As Directed, As Required, As Permitted, Approved, Acceptance: Where these words or words of similar import are used, it shall be understood that the direction, requirements, permission, approval, or acceptance of the DGR or alternate is intended, unless stated otherwise.

Check: To examine, inspect, test, perform specific tasks, and/or verify by trial the condition of equipment or systems.

Complete: To perform all parts, elements, and/or steps within a process.

Correct: Free of errors, conforming to an approved or conventional standard.

Corrective Maintenance: To repair or replace equipment, construction materials or surface coverings that do not last as long as they were designed to last. Examples of correction maintenance (out-of-cycle) can be described as any type of simple repair work, such as reinstalling a baseboard, replacing a light fixture and unclogging a toilet, etc. Corrective maintenance jobs can usually be accomplished in less than 16 hours.

Fiscal Year: Government Fiscal Year is used meaning 1 October through 30 September.

Frequency of Service:

- Annually - Services performed once during a 12-month period at an interval of 340 to 366 days.
- Semi-Annually - Services performed once every six months at intervals of 165 to 182 days, during a 12-month period.
- Quarterly - Services performed four times during a 12-month period at intervals of 80 to 100 calendar days.
- Bi-Weekly - Services performed 24 times during a 12-month period at intervals of 13 to 15 calendar days.

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- Monthly - Services performed once each month at intervals of 27 to 31 days, during a 12-month period.
- Weekly - Services performed 52 times during a 12-month period at intervals of six to eight calendar days.
- Daily - Services performed every operational day.

Hazardous Material (HM): A material (corrosive, oxidizer, etc.), which inherently is dangerous and capable of inflicting serious damage to property or health and which, therefore, requires regulated handling to avoid creating accidents in connection with its existence and use.

Hazardous Waste (HW): A solid waste or combination of solid wastes, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Inventory: Conducting physical inventory count of items in storage to verify the reported stock balance. A physical inventory consists of counts, post-count validation, pre-adjustment research, and causative research.

Maintenance: Work which is required to repair or maintain equipment systems in a safe and operational condition, or to restore these systems to initial or useable condition by overcoming the effects of wear and tear, disaster, damage, or deterioration.

Preventive Maintenance: Regularly scheduled maintenance based upon industry or manufacturer defined life-cycle replacement and maintenance. Examples include replacement of HVAC filters, cleaning out gutters, flushing out pipes, seasonal settings, etc.

Quality Assurance (QA): A method used by the Government to monitor and measure the quality and timeliness of the SP's performance of the requirements set forth by the PWS.

Quality Control (QC): A method used by the SP to control the quality of goods and services produced.

Quality Control Plan (QCP): A written description of the measurement of services delivered by the SP, specifically those requirements listed in this PWS.

Refuse: All garbage, ashes, debris, rubbish, and other similar waste materials. Not included are explosive waste, incendiary waste, and/or contaminated waste from medical and radiological processes.

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Restoration/Modernization: Resources for improving facilities. Restoration includes repair and replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident, or other causes. Modernization includes alteration of facilities solely to implement new or high standards, to accommodate new functions, or to replace building components that typically last more than 50 years.

Scheduled Due Date: The calendar date agreed upon by the SP and the DGR or alternate for the completion of an event or task.

Standard Operating Procedure (SOP): A document which prescribes operator instructions in a definite course of action for processing a work unit. It is a tool for managing resources through planning and scheduling manpower, equipment, facilities, and material in producing a quality product safely and efficiently. A SOP includes specifications, safety instructions, and performance standards.

Sustainment: Resources for maintenance and repair activities necessary to keep an inventory of facilities in good working order. Includes regularly scheduled maintenance repairs or replacement of facility components that are expected to occur periodically through the life cycle of facilities.

## 2.2 ABBREVIATIONS AND ACRONYMS

ADP	Automated Data Processing
ADPE	Automated Data Processing Equipment
AHERA	Asbestos Hazard Emergency Response Act
AI	Administrative Instruction
AIR	Accident/Injury Report
APL	Acceptable Performance Level
AQL	Acceptable Quality Level
BLDG	Building
CLIN	Contract Line Item Number
COB	Close of Business
COR	Contracting Officer's Representative
COTS	Commercial Off the Shelf
CPSC	Consumer Product Safety Commission
DDESS	Domestic Dependent Elementary and Secondary Schools
DD Form	Department of Defense Form
DEPT	Department
DGR	Designated Government Representative
DOIM	Directorate of Information Management
DoD	Department of Defense
DoDDS	Department of Defense Dependents Schools
DoDEA	Department of Defense Education Activity



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DoDI	Department of Defense Instruction
DRMO	Defense Reutilization Material Office
DSO	District Superintendent Office
EPA	Environmental Protection Agency
FAR	Federal Acquisition Regulations
FOUO	For Official Use Only
FY	Fiscal Year
GFE	Government Furnished Equipment
GFF	Government Furnished Facilities
GFP	Government Furnished Property
GFV	Government Furnished Vehicle
HAZMAT (HM)	Hazardous Materials
HVAC	Heating, Ventilation and Air Conditioning
IAW	In Accordance With
ISO	International Standardization Organization
ISSA	Interservice Support Agreement
IT	Information Technology
LAN	Local Area Network
MSDS	Material Safety Data Sheet
MAX	Maximum
ODS	Ozone Depleting Substance
OSD	Office of the Secretary of Defense
PDF	Portable Document Format
PDR	Performance Discrepancy Report
PPE	Personal Protective Equipment
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Plan
SAP	Satellite Accumulation Points
SIR	Serious Incident Report
SOP	Standard Operating Procedure
SP	Service Provider
SPCC	Spill Prevention Control and Countermeasure
STD	Standard
USPS	United States Postal Service
WD	Work Days

## **SECTION C-3**

### **3 GOVERNMENT FURNISHED PROPERTY AND SERVICES**

#### **3.1 GENERAL INFORMATION**

##### **3.1.1 USE OF PROPERTY AND SERVICES**

The Government will furnish or make available to the SP certain facilities, equipment, utilities, supplies, and materials. The SP has the option of accepting or rejecting any or all Government Furnished Property (GFP). Government Furnished Property consists of Government Furnished Facilities, Government Furnished Equipment (GFE, TE5), and Government Furnished Supplies and Material. Government Furnished Services (GFS) performed by government employees and contractors to support meeting the requirements in the performance of this award are discussed below. GFP and GFS made available for SP use is solely for use in direct performance of the work specified in this Award. The SP shall not use any Government Furnished Property or Service provided under this Award for the performance of any other contract in effect simultaneously or at the same work site.

##### **3.1.2 JOINT INVENTORY**

The SP and DGR or alternates shall conduct a joint inventory of GFE at the start and at the end of the work under this Award. The initial inventory shall be completed not later than 10 days after award. The final inventory shall be completed not later than 10 calendar days prior to the end of the performance period. The inventory shall detail the material description and quantities of all GFE and determine the exact number, location, and serviceability of the GFE. The SP shall certify the findings of this inventory, assume accountability, and subsequently report inventory discrepancies to the DGR or alternate. GFE shall not be moved to another site or to remote sites without notification to the DGR or alternate in writing. In the event of a disagreement between the SP and the DGR or alternate on the working order and condition of such property, the SP shall notify the Contracting Officer within 5 days of the completion of the inventory. The Contracting Officer will render a decision within 15 calendar days of the SP's notification.

##### **3.1.3 RETURN OF GFP**

The SP has the option of returning any GFP not needed in performance of this Award; however, returned GFP will not be replaced by the Government nor be cause for nonperformance or increase in cost to the Government.

### **3.2 GOVERNMENT FURNISHED PROPERTY**

#### **3.2.1 DAMAGE TO GOVERNMENT FURNISHED PROPERTY (GFP)**

Any damage to Government Property caused by the SP's negligence, failure to secure or SP caused accidents shall be immediately reported to the DGR and repaired or temporary/replacement equipment acquired, at the cost of the SP.

#### **3.2.2 GOVERNMENT FURNISHED FACILITIES**

The Government will furnish or make available to the SP the use of Government owned facilities; areas within facilities; and fixed equipment. Facilities currently used by the incumbent service provider will be made available to the SP. The SP may not provide any alterations or improvements to their assigned facilities without the concurrence of the DGR or alternate in writing. Any such alterations are at the expense of the SP, unless agreed to in advance by the DGR or alternate, and become the property of the Government. The SP shall return the Government Furnished Facilities to the Government in the same condition as at initial inventory; fair wear and tear and improvements and alterations excepted.

#### **3.2.3 GOVERNMENT FURNISHED EQUIPMENT**

The Government will provide the equipment listed in GFE TE5 to the SP. GFE TE5 displays a representative list of equipment available to the SP. All furniture existing in these facilities will be provided "as-is." The SP will be accountable for the GFE.

The SP may choose to use or not use the GFE and shall notify the Government in writing of its intent. The SP shall return to the Government GFE rejected for use by the SP under this Award and it will not be available for future use. Rejection of GFE shall not relieve the SP of responsibility in performance under this contract. Upon termination of the Award, the SP shall return all GFE to the Government in the same condition as received, less normal wear and tear, or provide like replacement equipment acceptable to the Government at no additional cost to the Government. After Award, the SP may propose furnishing commercial equipment that may reduce labor costs and promote overall efficiency.

##### **3.2.3.1 MISSING, STOLEN, LOST, AND RECOVERED PROPERTY**

The SP shall comply with all Government rules and regulations listed in Section C-6 and elsewhere in this solicitation that govern accounting for Government equipment if lost, missing, stolen, damaged, or destroyed while in the SP's possession.

##### **3.2.3.2 WARRANTIES**

Where manufacturers' commercial warranties exist, the SP shall exercise the warranty; the SP shall not repair equipment under warranty without approval of the DGR or alternate. The SP shall report difficulties in exercising manufacturer

warranties to the DGR or alternate. The Government will furnish to the SP warranty information on all GFE. Equipment installed by the SP that fails within a warranty period due to poor workmanship or by not following manufacturers' installation or operating instructions shall be replaced or repaired at the SP's expense. The DGR or alternate will make this determination.

### **3.2.3.3 REPAIR VS. REPLACEMENT**

Equipment and materials shall not be replaced or purchased if they can be repaired or rebuilt to perform satisfactorily. The DGR or alternate can approve replacement in specific circumstances.

### **3.2.3.4 EQUIPMENT MANUALS**

The Government will provide access to all equipment manuals, currently in the Government's possession, for the equipment listed in GFE TE5.

## **3.2.4 GOVERNMENT FURNISHED SUPPLIES AND MATERIALS**

### **3.2.4.1 SUPPLIES AND MATERIALS**

#### **3.2.4.1.1 Replenishment**

The SP will be supplied with the Government materials and supplies in the current inventory at the time of Award. The SP shall provide the technical specifications in writing to the DGR for the supplies and materials needed to perform the Custodial and Facilities Maintenance work. The DGR will be responsible for procuring the supplies and materials needed. Except for emergency situations, the SP shall provide the DGR with at least 5 days advance notice of needed supplies and materials.

### **3.2.4.2 FACILITIES MAINTENANCE SUPPLIES AND MATERIALS (PARTS AND EQUIPMENT)**

#### **3.2.4.2.1 Replenishment**

The SP will be supplied with the Government parts and equipment in the current inventory at the time of Award. The SP shall provide the technical specifications in writing to the DGR for the part(s) or equipment needed to perform the Facilities Maintenance work. The DGR will be responsible for procuring the part(s) and equipment. Except for emergency repairs the SP shall provide the DGR with at least 5 days advance notice for parts and equipment.

## **3.3 GOVERNMENT FURNISHED SERVICES**

### **3.3.1 UTILITIES**

The Government will furnish utilities as currently installed in GFF. The SP shall not change or alter any service, or component, without review and approval by

the DGR or alternate. The SP shall not make utility connections to any SP Furnished Equipment or system without prior review and written approval by the DGR or alternate. The utilities are provided for operations in direct support of this award.

#### **3.3.1.1 ENERGY AND UTILITIES CONSERVATION**

The SP will ensure all employees operate in a manner to preclude waste of utilities. The SP shall instruct employees in appropriate utilities conservation practices. The SP shall comply with applicable documents, participate in energy conservation activities, and make suggestions via required reports to the DGR or alternate on activities and improvements to promote efficient use of all energy.

#### **3.3.2 TELEPHONE SERVICE**

##### **3.3.2.1 TELEPHONE INSTRUMENTS AND LINES**

Telephone instruments and lines located in facilities to be occupied by the SP will be provided for SP use at no cost to the SP. Government furnished telephones and telephone lines shall be used for transaction of official business of DoDEA. Government furnished telephones are subject to security monitoring at all times. Use of these telephones constitutes consent to security monitoring.

##### **3.3.2.2 TELEPHONE CHANGES AND REPAIRS**

The SP shall submit a request to the DGR or alternate when moves, additions, or changes are required for any government phones or network lines. SP personnel shall not move, add, or change Government furnished telephone property or lines without the approval of the DGR or alternate. SP personnel shall not in any way tamper with the telephone distribution system. The SP shall notify the DGR or alternate when maintenance or repair of telephones or telephone lines is required.

#### **3.3.3 REFUSE COLLECTION**

The Government will furnish refuse collection from assigned exterior dumpsters. The SP shall transport refuse from SP facilities to the dumpsters. The SP shall contact the DGR or alternates if the dumpsters are full, the area around the dumpsters are not acceptable, or if rodent infestation is observed. The SP may place non-hazardous trash, excluding recyclable material in the dumpsters. No material considered hazardous will be disposed of in these dumpsters. The SP is required to comply with all ongoing recycling initiatives.

#### **3.3.4 INFORMATION TECHNOLOGY SYSTEMS**

##### **3.3.4.1 GENERAL**

The Government will provide Network Support to the SP. All IT systems shall be utilized for conduct of "Official Business" only in direct support of this award.

All SP employees will be required to sign DoDEA Form 6600.1-F1, "DoDEA Computer and Internet Access Agreement for Employees, Contractors, and Volunteers," June 2004, prior to gaining access to DoDEA information technology resources. This includes connecting to a DoDEA network in order to obtain access to the Internet. No user accounts will be assigned to an SP employee unless DoDEA Form 6600.1-F1 has been signed and is on file. A record of the signed agreement shall be maintained by the SP and a copy shall be provided to the Contracting Officer's Representative (COR).

#### **3.3.4.2 NETWORK SUPPORT**

Network Support is defined as providing access to the DoDEA Local Area Network (LAN). The Government will provide Internet and e-mail access on a case-by-case basis, as approved by the DGR or alternate.

#### **3.3.5 POLICE AND FIRE PROTECTION**

Local departments will provide police and fire protection. The SP shall comply with host command and DoDEA regulations.

##### **3.3.5.1 FIRE AND EMERGENCY DRILLS**

The SP shall participate in Government conducted fire drills or other emergency type drills. Advanced notice of drills may or may not be given. The SP shall take any corrective actions for deficiencies in fire and emergency drills performance as directed by the DGR or alternate.

#### **3.3.6 PEST MANAGEMENT SERVICES**

Internal and external pest management for all Government Furnished Facilities will be provided through building management services. The SP shall notify the DGR or alternate when services are required.

#### **3.3.7 TRAINING**

The Government requires attendance in specific areas of training such as Safety and Security Awareness. It will be the responsibility of the SP to ensure attendance of personnel at these training sessions. The Government will provide training in the following subjects that may be relevant to the work performed under this award or to a specific work site:

<b>Training</b>	<b>Estimated time required</b>
Anti-Terrorism Training	4 hours annually
Asbestos Awareness Training	8 hours annually
Hazardous Waste/Hazardous Material Training	4 hours annually

Computer Security Training	4 hours annually
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### **3.3.8 FORMS**

The Government will provide an initial supply of Government forms to the SP at no cost to the SP. These are standard forms currently utilized in performance of work under this Award. The SP shall determine replenishment requirements and requisition through the Government to maintain sufficient forms to meet normal operating requirements. Government forms are listed in C-6.

## **SECTION C-4**

### **4 SP FURNISHED PROPERTY AND SUPPLIES**

#### **4.1 GENERAL INFORMATION**

The SP shall furnish, maintain, and replace, at its own expense, all supplies, parts, materials, tools, support equipment, labor, vehicles, and any other equipment, material, and services not furnished by the Government under Section C-3, necessary to perform all work required under this PWS. The failure of the SP, for any reason whatsoever (excluding an Act of God or an Act of War), to furnish any of the foregoing shall neither justify nor excuse achievement of the performance standards prescribed in this PWS.

#### **4.2 SP FURNISHED EQUIPMENT**

##### **4.2.1 GENERAL**

SP furnished equipment used in the performance of this Award shall meet, and be maintained in accordance with, applicable Federal, state, and local building, safety and environmental codes and requirements. The DGR may inspect SP furnished vehicles and equipment at any time, on demand, and direct that unsafe, unserviceable, or otherwise un-roadworthy vehicles or dangerous equipment be taken out of service and, if specified for cause, removed from DoD property, with which the SP shall promptly comply. The SP shall not use Government-owned tools, equipment, materials, parts, or supplies to maintain its vehicles and equipment, without prior written approval of the DGR.

##### **4.2.2 VEHICLE IDENTIFICATION**

SP furnished vehicles shall display the company name prominently on both sides.

##### **4.2.3 HAZARDOUS MATERIAL TRANSPORTATION**

The SP shall comply with all Federal, State and local environmental, safety, and transportation regulations pertaining to carriage of hazardous materials, hazardous substances, and hazardous wastes. The SP shall maintain the required licenses to transport HAZMAT.



#### **4.2.4 EQUIPMENT MAINTENANCE**

The SP shall provide scheduled maintenance, for GFE listed in TE5, as part of the PWS requirements. Corrective maintenance shall be completed to maintain the GFE to Government standards. Any damage to Government Property due to negligence, failure to secure or SP caused accidents shall be repaired and temporary/ replacement vehicles acquired, at the cost of the SP. The Service Provider shall perform work listed in the PWS regardless of the availability of Government furnished vehicles.

#### **4.2.5 EQUIPMENT AND EQUIPMENT MANUALS**

All replacement equipment procured under the terms of this PWS shall be procured by the SP to include equipment manuals. Those manuals and equipment become the property of the Government and are stored at the facilities in which the equipment is used.

### **4.3 SP FURNISHED SUPPLIES AND MATERIALS**

#### **4.3.1 GENERAL INFORMATION**

Prior to award, the SP shall provide to the DGR a complete listing of all equipment and materials to be used in performance of this award, including Material Safety Data Sheets (MSDS). Only those materials and equipment approved by the Government shall be used in performance of this award. Any changes of materials or equipment shall be submitted to and approved by the Government in advance of use. All custodial products described herein must carry the Underwriters Laboratory, Inc. approval, and/or recognized by industry standards of the United States.

#### **4.3.2 MATERIAL MINIMUM QUALITY STANDARDS**

The SP shall maintain, in the location in which they are stored, MSDS sheets for all applicable materials and supplies. A request to change products in use shall be accompanied by the appropriate MSDS sheet 10 days prior to its use.

##### **4.3.2.1 DISINFECTANT / DETERGENT**

The disinfectant / detergent shall be currently either UL or Environmental Protection Agency (EPA) approved.

##### **4.3.2.2 STAIN REMOVAL LIQUID**

Stain removal liquids shall be US Environmental Protection Agency registered as removing specific types of stains (e.g. chewing gum, ink, paint, etc.). Standard instructions are to test the stain remover on a small area before wide spread use. Manufacturer's labeled instructions shall be followed.

#### **4.3.2.3 FLOOR FINISH LIQUID**

The liquid shall be synthetic co-polymer plastic (not a wax) water emulsion with a solids content of at least 12 percent, removable by detergent scrubbing and safe for use on all synthetic (such as rubber, vinyl, and linoleum) and wooden floors. It shall dry to a gloss shine, be slip resistant, resist scuffing and water penetration.

#### **4.3.2.4 CARPET SHAMPOO**

Wet shampoo shall incorporate a US Environmental Protection Agency registered sanitized and soil retardant. The pH of wet shampoo shall be higher than 9 for use in natural fibers. Phenolic based disinfectant shall not be used as carpet shampoo. Used dilution shall be that recommended by the manufacturer.

#### **4.3.2.5 TOILET PAPER**

Toilet paper should be produced from 100% recycled material and shall fit existing dispensers.

#### **4.3.2.6 PAPER TOWELS**

Paper towels should be produced from 100% recycled material. Paper size must fit existing towel holders.

### **4.4 SP FURNISHED SERVICES**

#### **4.4.1 CALIBRATION**

The SP shall calibrate SP furnished equipment in accordance with calibration frequencies and standards as prescribed by equipment manufacturers, or as prescribed by Government directives or standards for comparable equipment. The SP shall maintain calibration records on SP furnished equipment equivalent to that required for GFE.

#### **4.4.2 COMMUNICATION SYSTEMS**

SP furnished communication systems shall comply with all applicable rules, regulations, and frequency approval of the Directorate of Information Management (DOIM), Fort Benning, GA. The SP shall provide a written communication plan for review and approval by the DGR. Any changes in the communication plan should be submitted in writing to the DGR 5 days prior to the change being effective.

#### **4.5 KEY CONTROL**

The SP shall submit a list of employees with key access requirements for key control boxes to the DGR or alternate one week prior to the date when access is needed. All keys within the Key and Lock Control Program must be kept under continuous accountability. The number of individuals authorized to draw keys shall be kept to a minimum to comply with security and operational requirements. When keys are not in use, they shall be secured in containers of at least 20-gauge steel or material of equivalent strength. Keys shall not be duplicated or used by unauthorized SP personnel. Keys issued to the SP for office space may be assigned to individuals.

The SP shall report any occurrence of duplicated or lost keys to the DGR or alternate within two hours after discovery of occurrence and submit a detailed, written report to the DGR or alternate by close of business (COB) the same workday. If lost keys are discovered at the end of the day, and it is not possible to submit a written report to the DGR or alternate by COB the same workday, the report shall be due within two hours from the beginning of business on the next workday. The SP shall reimburse the Government for all costs associated with replacing locks or re-keying required as a result of keys being duplicated or lost by the SP.

The SP shall provide a key custodian to control the issue and inventory of all keys. The SP shall submit a quarterly report to the DGR or alternate utilizing the DODEA Form 4702.

#### **4.6 SAFETY**

The SP shall comply with all OSHA Safety requirements. The SP shall maintain safety and health standards consistent with all applicable federal, state, local, and OSHA regulations. The SP shall comply with Occupational and Environmental Safety, Fire Prevention, and Health programs.

## **SECTION C-5**

### **5 SPECIFIC REQUIREMENTS**

#### **5.1 CUSTODIAL SERVICES**

The service provider shall provide custodial services for DDESS schools by performing the following activities:

- Cleaning Services
- Cafeteria Support
- Recycle

#### **5.1.1 CLEANING SERVICES**

##### **5.1.1.1 REQUIREMENTS**

The SP shall:

5.1.1.1.1 Provide routine cleaning services for school facilities.

5.1.1.1.2 Provide unscheduled & emergency cleaning services for school facilities.

5.1.1.1.3 Provide heavy cleaning services for school facilities.

##### **5.1.1.2 ADDITIONAL INFORMATION**

Routine cleaning includes regularly schedule cleaning for school facilities (Refer to TE7 – Ft Benning Routine Cleaning Matrix and TE8 – Robins AFB Routine Cleaning Matrix). Unscheduled and emergency cleaning includes cleaning up spills, bodily fluids, graffiti removal, responses to flooding, stopped up toilets, and breaks that create a hazard to school students and personnel. Heavy cleaning includes floor to ceiling cleaning to include light fixtures, windows/glass, pressure washing building exterior and sidewalks, gutter cleaning, waxing, buffing, and stripping of floors (Refer to TE9 – Ft Benning Heavy Cleaning Matrix and TE10 – Robins AFB Heavy Cleaning Matrix). Routine, unscheduled, and emergency cleaning is required during the open school months (August through May) while heavy cleaning is primarily required during the closed school months (June through July) and spring and winter breaks.

#### **5.1.2 CAFETERIA SUPPORT**

##### **5.1.2.1 REQUIREMENTS**

The SP shall:

5.1.2.1.1 Set up and take down tables and chairs for breakfast and lunch periods.

5.1.2.1.2 Clean eating area before, during, and after breakfast and lunch periods.

**5.1.2.2 ADDITIONAL INFORMATION**

Preparation for meals includes setting up and breaking down tables, chairs, and trash cans. Schools can have either round tables with individual chairs that must be taken down individually or the long dining tables with the benches attached. In most schools, the cafeteria area must be completely cleared after each lunch period. Cleaning includes wiping off tables and chairs, mopping, sweeping, immediately cleaning spills, dumping trays, and disposing of trash. Cleanliness must be maintained during the entire breakfast and lunch periods.

**5.1.3 RECYCLE**

**5.1.3.1 REQUIREMENTS**

The SP shall:

5.1.3.1.1 Provide recycling collection and delivery of aerosol cans for depleting.

**5.1.3.2 ADDITIONAL INFORMATION**

There are 5-10 locations within each school for recyclables. Recyclables need to be collected, bagged and delivered to the recycling collection point within each school building. A separate contractor picks up and transports recycling to the proper location on post. Aerosol cans are collected separately, transported to the Maintenance Shop and passed through the depletion machine. They are then discarded in the regular trash.

PROCUREMENT SENSITIVE

Quality and Timeliness Standards

RFP #	Requirement	Quality Standard	APL	Lot	Timeliness Standard	APL	Max
<b>5.1.1</b>	<b>Cleaning Services</b>						
5.1.1.1.1	Provide routine cleaning services for school facilities.	School facilities are clean and meet school cleaning standards listed in TE6.	95%	Square feet of cleanable space maintained	Cleaning service is provided IAW cleaning matrix listed in TE7-8.	90%	Cleaning service is provided IAW cleaning matrix listed in TE7-8 within one day of schedule due.
5.1.1.1.2	Provide unscheduled and emergency cleaning services for school facilities.	School facilities are clean and meet school cleaning standards listed in TE6.	95%	Number of unscheduled and emergency cleaning jobs provided per month	<p>Unscheduled cleaning services provided within 30 minutes of receiving notification.</p> <p>Emergency cleaning services provided within 15 minutes of receiving notification.</p>	<p>95%</p> <p>95%</p>	<p>Unscheduled cleaning services provide within 1 hour of receiving notification</p> <p>Emergency cleaning services provided within 30 minutes of receiving notification.</p>

PROCUREMENT SENSITIVE

RFP #	Requirement	Quality Standard	APL	Lot	Timeliness Standard	APL	Max
5.1.1.1.3	Provide heavy cleaning services for school facilities.	School facilities are clean and meet school cleaning standards listed in TE6.	95%	Number of heavy cleaning jobs provided per month	Cleaning service is provided IAW cleaning matrix listed in TE9-10.	100%	N/A
<b>5.1.2</b>	<b>Cafeteria Support</b>						
5.1.2.1.1	Set up and take down tables and chairs for breakfast and lunch periods.	All tables and chairs are clean and ready.	95%	Number of breakfast and lunch setup and take downs per month	Eating area is prepared 30 minutes prior to lunch or breakfast period.	90%	Eating area is prepared 10 minutes prior to lunch or breakfast period.

PROCUREMENT SENSITIVE

RFP #	Requirement	Quality Standard	APL	Lot	Timeliness Standard	APL	Max
5.1.2.1.2	Clean eating area before, during, and after breakfast and lunch periods.	All tables, chairs and eating areas are dry and free from debris.	90%	Number of breakfast and lunch periods prepared per month	Eating area is fully cleaned 30 minutes prior to lunch or breakfast period.  Spills clean up commences 2 minutes after notification.  Cleaning commences within 10 minutes after lunch period or breakfast is over.	90%  90%  90%	Eating area is fully cleaned 10 minutes prior to lunch or breakfast period.  Spill cleanup commences 10 minutes after notification.  Cleaning commences within 1 hour after lunch period or breakfast is over.
<b>5.1.3</b>	<b>Recycle</b>						
5.1.3.1.1	Provide recycling collection and delivery of aerosol cans for depletion	Recyclables collected without spills.  Recycle collection point kept clean and free of odor.  Aerosol cans delivered to the depleting machine	90%  90%	Number of recycling collection, and delivery events provided per month	Recycling material delivered to collection point within a day of bins becoming 3/4 full.  Recycle material, at a minimum, delivered to collection point prior to collection day.	90%  90%	Recycling material delivered to collection point within a day of bins becoming 4/5 full.  Recycling material delivered to collection point on the following Monday.



PROCUREMENT SENSITIVE

Workload Projections

RFP #	Requirement	Workload Indicator	Current Year	Base Year	1st Option Year	2nd Option Year	3rd Option Year	4th Option Year
<b>5.1.1</b>	<b>Cleaning Services</b>							
5.1.1.1.1	Provide routine cleaning services for school facilities.	Square feet of cleanable space	FB - See Technical Exhibit 11 R - See Technical Exhibit 12					
5.1.1.1.2	Provide unscheduled and emergency cleaning services for school facilities.	# of unscheduled and emergency cleaning jobs	FB – 2190 R – 540	FB – 2190 R – 540	FB – 2190 R – 540	FB – 2190 R – 540	FB – 2190 R – 540	FB – 2190 R – 540
5.1.1.1.3	Provide heavy cleaning services for school facilities.	# of heavy cleaning jobs	FB - See Technical Exhibit 9 R - See Technical Exhibit 10					
<b>5.1.2</b>	<b>Cafeteria Support</b>							
5.1.2.1.1	Set up and take down of tables and chairs for breakfast and lunch periods.	# of breakfast and lunch setup and take down	FB – 3960 R – 360	FB – 3960 R – 360	FB – 3960 R – 360	FB – 3960 R – 360	FB – 3960 R – 360	FB – 3960 R – 360
5.1.2.1.2	Clean eating area before, during, and after breakfast and lunch periods.	# of cleanings provided during meal time	FB – 5940 R – 540	FB – 5940 R – 540	FB – 5940 R – 540	FB – 5940 R – 540	FB – 5940 R – 540	FB – 5940 R – 540
<b>5.1.3</b>	<b>Recycle</b>							
5.1.3.1.1	Provide recycling collection and delivery.	# of recycling collection and delivery events	FB – 1260 R – 74	FB – 1260 R – 74	FB – 1260 R – 74	FB – 1260 R – 74	FB – 1260 R – 74	FB – 1260 R – 74

## **5.2 LABOR SERVICES**

The service provider shall provide labor services for DDESS schools by performing the following activities:

- Moving Equipment/Supplies
- Loading/Unloading Deliveries
- Special Events Setup and Take Down
- Guide Services

### **5.2.1 MOVE EQUIPMENT/SUPPLIES**

#### **5.2.1.1 REQUIREMENTS**

The SP shall:

5.2.1.1.1 Move material, equipment and supplies.

5.2.1.1.2 Pack and unpack material, equipment and supplies.

#### **5.2.1.2 ADDITIONAL INFORMATION**

Moving equipment includes moving desks, tables, computers, and shelves within a school and between different schools within the community. Moves are dictated by the number of teacher reassignments and any facilities projects that are done during the summer months. Teachers are requested to pack their materials into boxes which the workers then move between classrooms. This averages 13 – 20 moves per year.

Some materials are received at a central location and must be unpacked, repacked and distributed to individual schools. This is especially heavy when new curriculum and technology equipment is received.

### **5.2.2 LOADING/UNLOADING DELIVERIES**

#### **5.2.2.1 REQUIREMENTS**

The SP shall:

5.2.2.1.1 Load and unload equipment, material and supplies.

5.2.2.1.2 Pick up equipment, material and supplies from vendor within a ten mile radius.

#### **5.2.2.2 ADDITIONAL INFORMATION**

Loading /unloading deliveries at a central location may involve the use of a forklift or hand trucks. Loading/unloading trucks at the individual school sites are usually done by hand.

## **5.2.3 SPECIAL EVENT SETUP AND TAKE DOWN**

### **5.2.3.1 REQUIREMENTS**

The SP shall:

5.2.3.1.1 Provide special and sporting event setup and take down.

### **5.2.3.2 ADDITIONAL INFORMATION**

School events include picnics, field days, stage shows, and seasonal festivities. Some school activities are scheduled in advance while others may arise during the school year. The projected lists of events are at TE-13 thru TE-20. A new schedule will be provided at the beginning of each school year. Assistance includes setting up and taking down chairs, tables, bleachers, and audio/visual systems before, during, and after the events. Working irregular hours may be required.

## **5.2.4 GUIDE SERVICES**

### **5.2.4.1 REQUIREMENTS**

The SP shall:

5.2.4.1.1 Guide contractor personnel.

### **5.2.4.2 ADDITIONAL INFORMATION**

Providing guide services includes, providing access to restricted or locked areas, delivering personnel to work locations, and clarifying and answering safety and environmental questions. This involves contractor personnel who are there to provide advice and cost estimates for repair of the building systems or equipment. Worker must stay with contractor until they leave the building. Guide services may also be required for military personnel or other government employees.

PROCUREMENT SENSITIVE

Quality and Timeliness Standards

RFP #	Requirement	Quality Standard	APL	Lot	Timeliness Standard	APL	Max
<b>5.2.1</b>	<b>Move Equipment / Supplies</b>						
5.2.1.1.1	Move material, equipment and supplies.	Material, equipment and supplies are delivered to specified location without damage.	95%	Number of moves per month	Equipment and supplies are moved within 1 hr of request.  Equipment and supplies are moved according to specified schedule.	80%  100%	Equipment and supplies are moved within 3 hours of request.  N/A
5.2.1.1.2	Pack and unpack material, equipment and supplies.	Material, equipment and supplies are secured and safe.	95%	Number of items packed and unpacked per month	Material, equipment, and supplies packed and unpacked within 2 hours of request	85%	Material, equipment, and supplies packed and unpacked within 4 hours of request.
<b>5.2.2</b>	<b>Loading/Unloading Deliveries</b>						
5.2.2.1.1	Load and unload equipment, material and supplies.	Deliveries are loaded and unloaded without being damaged.	95%	Number of deliveries loaded and unloaded per month	Deliveries loaded and unloaded within 15 minutes of truck arriving.	100%	N/A
5.2.2.1.2	Pick up equipment, material and supplies from vendor within a 10 mile radius of the base.	Correct equipment, material and supplies are picked up from vendors.	95%	Number of pick ups from vendors per month	Equipment, material and supplies are picked up within 2 hours of notification.	85%	Equipment, material and supplies are picked up by start of next business day.

PROCUREMENT SENSITIVE

RFP #	Requirement	Quality Standard	APL	Lot	Timeliness Standard	APL	Max
<b>5.2.3</b>	<b>Special Event Setup and Take Down</b>						
5.2.3.1.1	Provide special and sporting event setup and take down.	Set up and take down for special events are provided IAW with instruction given by DGR / work order.	95%	Number of special events per year	<p>Special and sporting event setup conducted IAW schedule.</p> <p>Special and sporting event setup conducted after 2 days of notification.</p> <p>Special and sporting event take down provided within 2 hours of completion of event.</p>	<p>100%</p> <p>100%</p> <p>90%</p>	<p>N/A</p> <p>N/A</p> <p>Special and sporting event take down provided within one business day of completion of event.</p>
<b>5.2.4</b>	<b>Guide Services</b>						
5.2.4.1.1	Guide contractor personnel.	Personnel are escorted to the correct destination.	95%	Number of personnel guided per month	Personnel are escorted within 5 minutes of request.	85%	Personnel are escorted within 10 minutes of request.

PROCUREMENT SENSITIVE

Workload Projections

RFP #	Requirement	Workload Indicator	Current Year	Base Year	1st Option Year	2nd Option Year	3rd Option Year	4th Option Year
<b>5.2.1</b>	<b>Move Equipment / Supplies</b>							
5.2.1.1.1	Move material, equipment and supplies.	# of moves	FB-2286 R-600	FB-2286 R-600	FB-2286 R-600	FB-2286 R-600	FB-2286 R-600	FB-2286 R-600
5.2.1.1.2	Pack and unpack material, equipment and supplies.	# of items packed and unpacked	FB-1886 R-240	FB-1886 R-240	FB-1886 R-240	FB-1886 R-240	FB-1886 R-240	FB-1886 R-240
<b>5.2.2</b>	<b>Loading/Unloading Deliveries</b>							
5.2.2.1.1	Load and unload equipment, material and supplies.	# of deliveries loaded and unloaded	FB-1886 R-360	FB-1886 R-360	FB-1886 R-360	FB-1886 R-360	FB-1886 R-360	FB-1886 R-360
5.2.2.1.2	Pick up equipment, material and supplies from vendor within a 10 mile radius.	# of pick ups from vendors	FB-635 R-80	FB-635 R-80	FB-635 R-80	FB-635 R-80	FB-635 R-80	FB-635 R-80
<b>5.2.3</b>	<b>Special Event Setup and Take Down</b>							
5.2.3.1.1	Provide special and sporting event setup and take down.	# of setup and take down performed	FB - See Technical Exhibits 13 – 19 R - See Technical Exhibit 20					
<b>5.2.4</b>	<b>Guide Services</b>							
5.2.4.1.1	Guide contractor personnel.	# of personnel escorted	FB-183 R-75	FB-183 R-75	FB-183 R-75	FB-183 R-75	FB-183 R-75	FB-183 R-75

### **5.3 FACILITY MAINTENANCE**

The service provider shall provide facility maintenance service for DDESS schools by performing the following activities:

- Corrective Maintenance
- Preventive Maintenance
- Renovation
- Facility Inspection
- New Installation/Construction
- Replacement Installation/Assembly
- Facility Operation
- Critical Incident Response
- Audiovisual Repair

#### **5.3.1 CORRECTIVE MAINTENANCE**

##### **5.3.1.1 REQUIREMENTS**

The SP shall:

5.3.1.1.1 Perform corrective maintenance on school facilities and equipment.

5.3.1.1.2 Perform emergency maintenance.

##### **5.3.1.2 ADDITIONAL INFORMATION**

Corrective maintenance involves repairing something that is broken or not functioning. The SP is responsible for corrective maintenance within 20 feet of the building. Corrective maintenance includes repairing walls, doors, ceilings, floors, building's entry ways, corridors, fences, furniture, water fountains/cooler, ground maintenance equipment, plumbing systems, kitchen equipment, locks, electrical components, audio and visual equipment, multimedia communication equipment, HVAC systems, stairwells, and cutting keys. Forklifts, hi-lifts and lifting devices must be inspected before every use. Emergency maintenance includes cleaning up and replacing broken glass, refrigeration, repair broken water lines, toilets, welding, responding to power outage, fire, and adverse weather conditions.

#### **5.3.2 PREVENTIVE MAINTENANCE**

##### **5.3.2.1 REQUIREMENTS**

The SP shall:

5.3.2.1.1 Perform preventive maintenance on school facilities and equipment.

5.3.2.1.2 Coordinate and schedule inspections and certifications for boiler and lifting equipment.

### **5.3.2.2 ADDITIONAL INFORMATION**

Preventive maintenance is regularly scheduled maintenance performed at specified intervals of time to prevent breakdown of equipment or systems. Preventive maintenance includes performing periodic inspections, adjustments, cleaning, lubricating, parts/filter replacement, and minor repairs (defined as less than four (4) man-hours per repair) of equipment and systems. The SP will notify the DGR when the boilers and lifting equipment need to be inspected or certified. The DGR will make the initial contact with the appropriate contractor. Then the SP is responsible for coordinating the site visit and guiding the contractor on the site.

### **5.3.3 RENOVATION**

#### **5.3.3.1 REQUIREMENTS**

The SP shall:

5.3.3.1.1 Perform renovation work on school facilities.

#### **5.3.3.2 ADDITIONAL INFORMATION**

Renovation includes renovating classrooms, offices, doors, walls, ceilings, bookcases, cabinets, counters, shelves, plumbing, electrical systems, windows, and painting school facilities. Renovation jobs involve less than four (4) man-hours of work per job. Time needed to move equipment and supplies so that renovations can be performed is captured in Section 5.2.1.

### **5.3.4 FACILITY INSPECTION**

#### **5.3.4.1 REQUIREMENTS**

The SP shall:

5.3.4.1.1 Perform inspection on school facilities.

#### **5.3.4.2 ADDITIONAL INFORMATION**

Inspection includes performing daily walk-around inside and outside the school building. Specific attention is paid to public spaces including entryways, corridors, elevator lobbies, stairwells, and walkways. Inspection of playground equipment is also performed.

### **5.3.5 NEW INSTALLATION / CONSTRUCTION**

#### **5.3.5.1 REQUIREMENTS**

The SP shall:

5.3.5.1.1 Perform installation of new equipment.



#### **5.3.5.2 ADDITIONAL INFORMATION**

Installation of new equipment includes kitchen appliances such as ice machines, freezers, coolers, ovens, baking units, etc. This may involve running additional electrical or plumbing services to the new equipment or substantially modifying the area around the new piece of equipment.

#### **5.3.6 INSTALLATION/ASSEMBLY**

##### **5.3.6.1 REQUIREMENTS**

The SP shall:

5.3.6.1.1 Replace existing equipment with new equipment of similar specifications.

5.3.6.1.2 Assemble new equipment.

##### **5.3.6.2 ADDITIONAL INFORMATION**

Replacement of equipment does not require any additional or modified utilities or carpentry. Assembly includes equipment as well as furniture, desks, chairs, bookcases, playground equipment and other toys for the Pre-K classrooms.

#### **5.3.7 FACILITY OPERATION**

##### **5.3.7.1 REQUIREMENTS**

The SP shall:

5.3.7.1.1 Monitor facility operations.

##### **5.3.7.2 ADDITIONAL INFORMATION**

Facility operation involves monitoring HVAC and freezer systems using state-of-the-art software. This also includes adjusting, regulating, resetting, testing, HVAC equipment and controls, electrical components, security alarm system, fire alarm system, intercom system, and master clock systems.

#### **5.3.8 CRITICAL INCIDENT RESPONSE**

##### **5.3.8.1 REQUIREMENTS**

The SP shall:

5.3.8.1.1 Respond to critical incident.

##### **5.3.8.2 ADDITIONAL INFORMATION**

Critical incident response includes locating electrical switches, water valves, direct digital control systems, shutting down HVAC systems, boiler systems, main circulating pumps and other critical building infrastructure as directed by the critical response team.

### **5.3.9 AUDIOVISUAL REPAIR**

#### **5.3.9.1 REQUIREMENTS**

The SP shall:

5.3.9.1.1 Repair audiovisual equipment.

#### **5.3.9.2 ADDITIONAL INFORMATION**

Audiovisual equipment includes recorders, VCRs, tape cassettes, video cassettes, stereos, microphones, public addresses systems and television sets.

PROCUREMENT SENSITIVE

Quality and Timeliness Standards

RFP #	Requirement	Quality Standard	APL	Lot	Timeliness Standard	APL	Max
<b>5.3.1</b>	<b>Corrective Maintenance</b>						
5.3.1.1.1	Perform corrective maintenance on school facilities and equipment.	School facilities and equipment are safe and operational.	85%	Number of corrective maintenance jobs performed per month	Corrective maintenance is performed within 2 days of request.	85%	Corrective maintenance is performed within 4 days of request.
5.3.1.1.2	Perform emergency maintenance.	Problem has been stabilized or corrected.	100%	Number of emergency maintenance jobs performed per month	<p>Emergency maintenance is responded to within 15 minutes after notification during normal business hours.</p> <p>Emergency maintenance is responded to within 1 hour of notification after regular working hours, weekends and holidays.</p> <p>Emergency maintenance is arrested within 30 minutes of notification and completed within 1 business day.</p>	<p>95%</p> <p>95%</p> <p>95%</p>	<p>Emergency maintenance is responded to within 30 minutes after notification during normal business hours.</p> <p>Emergency maintenance responded to within 2 hours of notification after regular working hours, weekends and holidays.</p> <p>Emergency maintenance is arrested within 1 1/2 hours of notification and completed within two business days.</p>
<b>5.3.2</b>	<b>Preventive Maintenance</b>						

PROCUREMENT SENSITIVE

RFP #	Requirement	Quality Standard	APL	Lot	Timeliness Standard	APL	Max
5.3.2.1.1	Perform preventive maintenance on school facilities and equipment.	Preventive maintenance is conducted IAW equipment manuals and/or government furnished checklist.	100%	Number of preventive maintenance jobs performed per month	Preventive maintenance is performed on scheduled date and time.	90%	Preventive maintenance is performed within 3 business days after scheduled date and time.
5.3.2.1.2	Coordinate and schedule inspections in order to obtain certifications for boiler and lifting equipment.	Lifting equipment and boiler are safe and functioning with no defects.	100%	Number of inspections and certification of lifting equipment and boiler coordinated per month	Quarterly, semiannual and annual inspections and certification of lifting equipment and boiler coordinated according to schedule.	100%	N/A
<b>5.3.3</b>	<b>Renovation</b>						
5.3.3.1.1	Perform renovation work on school facilities.	Finished work is IAW government furnished project guidelines.	100%	Number of renovation jobs performed per month	Renovations work is completed by scheduled date.	100%	N/A

PROCUREMENT SENSITIVE

<b>5.3.4</b>	<b>Facility Inspection</b>						
5.3.4.1.1	Perform inspection on schools facilities	School facilities are hazard free and operational.	100%	Number of inspections on schools facilities performed per month	Inspection on school facilities is performed IAW guidelines.	95%	Inspection on school facilities is performed IAW guidelines.
<b>5.3.5</b>	<b>New Installation / Construction</b>						
5.3.5.1.1	Perform installation of new equipment.	Installation of new equipment and necessary construction is performed IAW manufacturer guidelines.	100%	Number of new pieces of equipment installed per month	Installation and assembly is performed within 3 days of request or scheduled task.	85%	Installation and assembly performed within 5 days of request or scheduled task.
<b>5.3.6</b>	<b>Replacement Installation/Assembly</b>						
5.3.6.1.1	Replace existing equipment of similar specifications.	Existing equipment is replaced and fully functioning.	90%	Number of installations per month	Installation is performed within 3 days of request or as scheduled.	90%  95%	Installation is performed within 5 days of request or 2 days after scheduled date.

**PROCUREMENT SENSITIVE**

5.3.6.1.2	Assemble new equipment.	New equipment is assembled in accordance with manufacturers' instructions.	90%	Number of items assembled per month	Assembly is performed within 2 days of request or as scheduled.	90%	Assembly is performed within 4 days of request or as scheduled.
<b>5.3.7</b>	<b>Facility Operation</b>						
5.3.7.1.1	Monitor facility operations.	School systems are safe and operational.	95%	Number of monitoring events performed per month	School systems are operational.	100%	N/A
<b>5.3.8</b>	<b>Critical Incident Response</b>						
5.3.8.1.1	Respond to critical incident.	Problem has been stabilized or corrected.	95%	Number of critical incidents responded to per month	<p>Critical incident is responded to within 15 minutes after notification during normal business hours.</p> <p>Critical incident is responded to within 1 hour after regular working hours, weekends and holidays.</p>	<p>95%</p> <p>85%</p>	<p>Critical incident is responded to within 30 minutes after notification during normal business hours.</p> <p>Critical incident responded to within 2 hours after regular working hours, weekends and holidays.</p>
<b>5.3.9</b>	<b>Audiovisual Repair</b>						
5.3.9.1.1	Perform audiovisual equipment repair.	Audiovisual equipment is operational.	95%	Number of audiovisual repairs performed per month	Audiovisual repair is performed within 30 minutes of receiving notification.	95%	Audiovisual repair is performed within 1 hour of receiving notification.

PROCUREMENT SENSITIVE

Workload Projections

RFP #	Requirement	Workload Indicator	Current Year	Base Year	1st Option Year	2nd Option Year	3rd Option Year	4th Option Year
<b>5.3.1</b>	<b>Corrective Maintenance</b>							
5.3.1.1.1	Perform corrective maintenance on school facilities and equipment.	# of corrective maintenance jobs performed	S FB -1353 S R - 50	S FB-1353 S R - 50	S FB-1353 S R - 50	S FB-1353 S R -50	S FB-1353 S R - 50	S FB-1353 S R - 50
			M FB-30 M R - 0	M FB-89 M R - 0	FB-89 M R - 0	FB-89 M R - 0	FB-89 M R - 0	FB-89 M R - 0
5.3.1.1.2	Perform emergency maintenance.	# of emergency maintenance jobs performed	FB-120 R- 30	FB-120 R- 30	FB-120 R- 30	FB-120 R- 30	FB-120 R- 30	FB-120 R- 30
<b>5.3.2</b>	<b>Preventive Maintenance</b>							
5.3.2.1.1	Perform preventive maintenance on school facilities and equipment.	# of preventive maintenance jobs performed	S FB-916 S R – 20	S FB-916 S R - 20	S FB-916 S R - 20	S FB-916 S R -20	S FB-916 S R - 20	S FB-916 S R - 20
			M FB - 0 M R - 0	M FB - 0 M R - 0	M FB - 0 M R - 0	M FB - 0 M R - 0	M FB - 0 M R - 0	M FB - 0 M R - 0
5.3.2.1.2	Coordinate and schedule inspections in order to obtain certifications for boiler and lifting equipment.	# of inspections and certifications coordinated	FB-57 R-2	FB-57 R-2	FB-57 R-2	FB-57 R-2	FB-57 R-2	FB-57 R-2
<b>5.3.3</b>	<b>Renovation</b>							
5.3.3.1.1	Perform renovation work on school facilities.	# of renovation jobs performed	S FB-29 S R - 0	FB-29 S R - 0	FB-29 S R - 0	FB-29 S R - 0	FB-29 S R - 0	FB-29 S R - 0
			M FB-3 M R - 0	FB-3 M R - 0	FB-3 M R - 0	FB-3 M R - 0	FB-3 M R - 0	FB-3 M R - 0
<b>5.3.4</b>	<b>Facility Inspection</b>							
5.3.4.1.1	Perform inspection on school facilities.	# of inspections of school facilities performed	FB-416 R - 0	FB-416 R - 0	FB-416 R - 0	FB-416 R - 0	FB-416 R - 0	FB-416 R - 0

PROCUREMENT SENSITIVE

RFP #	Requirement	Workload Indicator	Current Year	Base Year	1st Option Year	2nd Option Year	3rd Option Year	4th Option Year
<b>5.3.5</b>	<b>New Installation / Construction</b>							
5.3.5.1.1	Perform installation of new equipment.	# of new pieces of equipment installed	FB-200 R-6	FB-200 R-6	FB-200 R-6	FB-200 R-6	FB-200 R-6	FB-200 R-6
<b>5.3.6</b>	<b>Replacement Installation/ Assembly</b>							
5.3.6.1.1	Replace existing equipment of similar specifications.	# of installations completed	FB-64 R-12	FB-64 R-12	FB-64 R-12	FB-64 R-12	FB-64 R-12	FB-64 R-12
5.3.6.1.2	Assemble new equipment	# of items assembled	FB-700 R- 200	FB-700 R- 200	FB-700 R- 200	FB-700 R- 200	FB-700 R- 200	FB-700 R- 200
<b>5.3.7</b>	<b>Facility Operation</b>							
5.3.7.1.1	Monitor facility operations.	# of monitoring events performed	FB-2120 R-273	FB-2120 R-273	FB-2120 R-273	FB-2120 R-273	FB-2120 R-273	FB-2120 R-273
<b>5.3.8</b>	<b>Critical Incident Response</b>							
5.3.8.1.1	Respond to critical incident.	# of critical incidents responded to	FB-16 R- 2	FB-16 R- 2	FB-16 R- 2	FB-16 R- 2	FB-16 R- 2	FB-16 R- 2
<b>5.3.9</b>	<b>Audiovisual Repair</b>							
5.3.9.1.1	Perform audiovisual equipment repair.	# of audiovisual repairs	FB-468 R- 15	FB-468 R- 15	FB-468 R- 15	FB-468 R- 15	FB-468 R- 15	FB-468 R- 15

\*\* The maintenance and renovation work has been broken down into the following categories according to job size:

S – Small (less than 4 hours)

M – Medium (4 to 40 hours)



## **5.4 TRANSPORTATION**

The service provider shall provide motor vehicle operation for DDESS schools by performing the following activities:

- Material Transportation
- Vehicle Inspection
- Vehicle Usage Report
- Vehicle Maintenance

### **5.4.1 MATERIAL TRANSPORTATION**

#### **5.4.1.1 REQUIREMENTS**

The SP shall:

5.4.1.1.1 Provide material transportation services.

#### **5.4.1.2 ADDITIONAL INFORMATION**

Material transportation includes delivery of equipment and materials to and from the work sites. Also includes transporting equipment to be turned in to Defense Reutilization and Marketing Office (DRMO). Equipment must be loaded in the pickup truck or onto a flat bed truck. The employee must accompany the school Supply Technician to DRMO to unload the equipment.

### **5.4.2 VEHICLE INSPECTION**

#### **5.4.2.1 REQUIREMENTS**

The SP shall:

5.4.2.1.1 Perform vehicle inspection.

#### **5.4.2.2 ADDITIONAL INFORMATION**

Vehicle inspections are conducted at the beginning of the day before usage and at the end of the day. Inspection includes checking the interior and external body of vehicles for defects, safety and security checks on doors and windows, and cleanliness. There are 14 GSA leased vehicles currently in use at Fort Benning. They include 2 sedans, 3 cargo vans, 7 pickup trucks, and 2 two-ton trucks. Robins AFB has 1 leased pickup truck.

### **5.4.3 VEHICLE USAGE REPORT**

#### **5.4.3.1 REQUIREMENTS**

The SP shall:

5.4.3.1.1 Furnish vehicle usage report as scheduled.

#### **5.4.3.2 ADDITIONAL INFORMATION**

Dispatch report for each vehicle is prepared monthly. If the vehicle remains on post, it is dispatched from the Army Transportation Office monthly. If it is going outside a 20 mile radius of the post, it must be dispatched by the Army Transportation Office each time. Vehicles must be dispatched back into the Army Transportation Office before being returned to the DDESS facilities.

#### **5.4.4 VEHICLE MAINTENANCE**

##### **5.4.4.1 REQUIREMENTS**

The SP shall:

5.4.4.1.1 Schedule and deliver vehicle for vehicle maintenance and dispatch.

##### **5.4.4.2 ADDITIONAL INFORMATION**

The SP will be notified by GSA or the DGR of the location to deliver the vehicle to for performance of the vehicle maintenance and dispatch.

PROCUREMENT SENSITIVE

Quality and Timeliness Standards

RFP #	Requirement	Quality Standard	APL	Lot	Timeliness Standard	APL	Max
<b>5.4.1</b>	<b>Material Transportation</b>						
5.4.1.1	Provide material transportation services.	Items are transported to the correct destination.  Items are loaded / unloaded without damage.  Items are delivered to the correct recipient.	95%  95%  95%	Number of trips to transport, equipment and materials per month	Material is transported within 1 hour of notification.  Material is loaded / unloaded within 30 minutes of truck arrival.  Delivery is conducted within 12 hours of notification.	90%  90%  90%	Material is transported within 3 hours of notification.  Material is loaded / unloaded within 1 hour of truck arriving.  Delivery is conducted within 24 hours of notification.
<b>5.4.2</b>	<b>Vehicle Inspection</b>						
5.4.2.1	Perform vehicle inspection.	All checklist items reviewed and issues noted/resolved.	95%	Number of vehicle inspections performed per month	Vehicle inspection performed 10 minutes before and after vehicle is driven.	95%	Vehicle inspection performed 5 minutes before and after vehicle is driven.
<b>5.4.3</b>	<b>Vehicle Usage Report</b>						
5.4.3.1	Furnish vehicle usage report as scheduled.	Reports are furnished with no errors or omissions.	95%	Number of vehicle usage reports completed per month	No later than 2 working days after the end of the reporting period.	95%	Reports are furnished no later than 4 working days after the end of reporting period.
<b>5.4.4</b>	<b>Vehicle Maintenance</b>						
5.4.4.1	Schedule and deliver vehicle for vehicle maintenance and dispatch.	Vehicle is safe and operational.  Driver delivers correct vehicle to designated facility.	100%  95%	Number of vehicle utilized per month	Vehicle delivered to maintenance or dispatch IAW DGR instructions within day prescribed.	95%	Vehicle delivered to maintenance or dispatch IAW DGR instructions within 3 working days prescribed.

PROCUREMENT SENSITIVE

**Workload Projections**

<b>RFP #</b>	<b>Requirement</b>	<b>Workload Indicator</b>	<b>Current Year</b>	<b>Base Year</b>	<b>1st Option Year</b>	<b>2nd Option Year</b>	<b>3rd Option Year</b>	<b>4th Option Year</b>
<b>5.4.1</b>	<b>Material Transportation</b>							
5.4.1.1	Provide material transportation services.	# of material trips to transport equipment and materials	FB-3,019 R-377	FB-3,019 R-377	FB-3,019 R-377	FB-3,019 R-377	FB-3,019 R-377	FB-3,019 R-377
<b>5.4.2</b>	<b>Vehicle Inspection</b>							
5.4.2.1	Perform vehicle inspection.	# of vehicle inspections performed	FB-3,948 R-4	FB-3,948 R-4	FB-3,948 R-4	FB-3,948 R-4	FB-3,948 R-4	FB-3,948 R-4
<b>5.4.3</b>	<b>Vehicle Usage Report</b>							
5.4.3.1	Furnish vehicle usage report as scheduled.	# of vehicle usage reports completed	FB-168 R-12	FB-168 R-12	FB-168 R-12	FB-168 R-12	FB-168 R-12	FB-168 R-12
<b>5.4.4</b>	<b>Vehicle Maintenance</b>							
5.4.4.1	Schedule and deliver vehicle for maintenance and dispatch.	# of vehicles utilized	FB-224 R-4	FB-224 R-4	FB-224 R-4	FB-224 R-4	FB-224 R-4	FB-224 R-4

## **5.5 CAMPUS SAFETY AND SECURITY**

The service provider shall provide security and safety services for DDESS schools by performing the following activities:

- Open / Close Schools
- Physical Security
- Safety Inspections / Reports
- Traffic Control

### **5.5.1 OPEN / CLOSE SCHOOLS**

#### **5.5.1.1 REQUIREMENTS**

The SP shall:

5.5.1.1.1 Unlock and lock school facilities.

#### **5.5.1.2 ADDITIONAL INFORMATION**

Doors that need to be locked or unlocked include restroom doors, main entranceways, classroom doors, outdoor storage facilities, portable classrooms, security gates and office doors. Opening school facilities entails deactivating the alarm system. Closing the school facility entails performing a walk around to make sure all windows and doors are closed and secured from the outside and activating the alarm system.

### **5.5.2 PHYSICAL SECURITY**

#### **5.5.2.1 REQUIREMENTS**

The SP shall:

5.5.2.1.1 Facilitate physical security services.

5.5.2.1.2 Attend safe school training and participate in drills.

5.5.2.1.3 Inspect fire extinguishers monthly and transport to fire department for refilling.

#### **5.5.2.2 ADDITIONAL INFORMATION**

Physical security service includes assisting in locating lost children, assisting with duress calls, and assisting with performance of random building checks and walk-through with state environmental representatives. Safe school training is provided once a year. When an extinguisher has been discharged, a report is completed and the extinguisher is taken to the fire department for refill.

### **5.5.3 SAFETY INSPECTIONS / REPORTS**

#### **5.5.3.1 REQUIREMENTS**

The SP shall:

5.5.3.1.1 Provide safety inspections / reports.

#### **5.5.3.2 ADDITIONAL INFORMATION**

Perform weekly inspections of playground equipment. Perform monthly safety inspection of all facilities. Generate work requests and inspection reports with recommended corrective actions.

#### **5.5.4 TRAFFIC CONTROL**

##### **5.5.4.1 REQUIREMENTS**

The SP shall:

5.5.4.1.1 Place traffic cones and direct drivers.

##### **5.5.4.2 ADDITIONAL INFORMATION**

Traffic cones are used at the beginning and end of school at the following schools; Stowers, Loyd, Wilson and White. Traffic at Stowers is particularly heavy. Directing drivers may be required during major events (special guest visits, graduations, etc.) and includes notifying drivers not to block driveways, ensuring traffic cones are in place, reserving parking spot for VIPs, and putting up temporary signs to direct guests. Traffic cones are not used at Robins AFB.

PROCUREMENT SENSITIVE

Quality and Timeliness Standards

RFP #	Requirement	Quality Standard	APL	Lot	Timeliness Standard	APL	Max
<b>5.5.1</b>	<b>Open / Close Schools</b>						
5.5.1.1.1	Unlock and lock school facilities.	School facilities are secure.  School facilities are accessible.	100%  95%	Number of locks locked and unlocked per month	School facilities locked within 15 minutes of student and personnel leaving facilities.  School is locked within 15 minutes of prescribed time of school being vacated.  School facilities unlocked 30 minutes prior to teachers arriving.  School is unlocked within 15 minutes of principal's notification.	95%  95%  95%  95%	School facilities locked within 30 minutes of student and personnel leaving facilities.  School is locked within 30 minutes of prescribed time of school being vacated.  School facilities unlocked 15 minutes prior to teacher arriving.  School is unlocked within 30 minutes of principal's notification.
<b>5.5.2</b>	<b>Physical Security</b>						
5.5.2.1.1	Facilitate physical security services.	All students and school personnel are safe and accounted for.	95%	# of physical security events per year that require maintenance workforce response	Physical security services provided within 5 minutes notification.	98 %	Physical security services provided within 15 minutes of notification.
5.5.2.1.2	Attend safe school training and participate in drills.	Successful completion of Safe School training and participation in drills.	95%	# of personnel attending Safe School Training and participating in drills per year	Safe School training completed IAW 4800.1.	100%	N/A

PROCUREMENT SENSITIVE

RFP #	Requirement	Quality Standard	APL	Lot	Timeliness Standard	APL	Max
5.5.2.1.3	Inspect fire extinguishers monthly and transport to fire department for refilling.	All extinguishers have been visually inspected within the last month and are fully operational.	95%	# of fire extinguishers visually inspected per month	Each extinguisher will be visually inspected within the month.	95%	Each extinguisher will be visually inspected within a 6 week cycle.
<b>5.5.3</b>	<b>Safety Inspections / Reports</b>						
5.5.3.1.1	Provide safety inspections / reports.	Facilities and playground equipment are without safety hazards.  Recommendations for correction action are submitted for each safety violation identified.	100%  95%	# of safety inspections conducted per month	Safety inspection conducted and reports maintained IAW DoDEA Regulation 4800.1.  Recommendations for corrective action are submitted within one working day of identification.	100%  90%	N/A  Recommendations for corrective action are submitted within 2 working days of identification.
<b>5.5.4</b>	<b>Traffic Control</b>						
5.5.4.1.1	Place traffic cones and direct drivers.	School driveway is clear and students are safe.	100%	# of school days per year.	Traffic cones are in place 30 minutes prior to the start and end of school.  Direct drivers for major school events within 1 day of receiving notification.	100%  100%	N/A  N/A



PROCUREMENT SENSITIVE

Workload Projections

RFP #	Requirement	Workload Indicator	Current Year	Base Year	1st Option Year	2nd Option Year	3rd Option Year	4th Option Year
<b>5.5.1</b>	<b>Open / Close Schools</b>							
5.5.1.1.1	Unlock and lock school facilities.	# of locks locked and unlocked	FB-106,020 R-7,980	FB-106,020 R-7,980	FB-106,020 R-7,980	FB-106,020 R-7,980	FB-106,020 R-7,980	FB-106,020 R-7,980
<b>5.5.2</b>	<b>Physical Security</b>							
5.5.2.1.1	Facilitate physical security services.	# of physical security events that required maintenance workforce response	FB-28 R-3	FB-28 R-3	FB-28 R-3	FB-28 R-3	FB-28 R-3	FB-28 R-3
5.5.2.1.2	Attend safe school training and participate in drills.	# of personnel attending Safe School training and participating in drills	FB-29 R-2	FB-29 R-2	FB-29 R-2	FB-29 R-2	FB-29 R-2	FB-29 R-2
<b>5.5.2.1.3</b>	Inspect fire extinguishers monthly and transport to fire department for refilling.	# of fire extinguishers visually inspected per month	FB-134 R-32	FB-134 R-32	FB-134 R-32	FB-134 R-32	FB-134 R-32	FB-134 R-32
<b>5.5.3</b>	<b>Safety Inspections / Reports</b>							
5.5.3.1.1	Provide safety inspections / reports.	# of safety inspections conducted	FB-92 R-14	FB-92 R-14	FB-92 R-14	FB-92 R-14	FB-92 R-14	FB-92 R-14
<b>5.5.4</b>	<b>Traffic Control</b>							
5.5.4.1.1	Place traffic cones and direct drivers.	# of school days	FB-360 R-180	FB-360 R-180	FB-360 R-180	FB-360 R-180	FB-360 R-180	FB-360 R-180

## **5.6 ENVIRONMENTAL SERVICE**

The service provider shall provide environmental coordination services for DDESS schools by performing the following activities:

- Hazardous Material Management
- Visual inspections for asbestos
- Air Quality inspections

### **5.6.1 HAZARDOUS MATERIAL MANAGEMENT**

#### **5.6.1.1 REQUIREMENTS**

The SP shall:

- 5.6.1.1.1 Handle and coordinate all hazardous waste pickup, storage, and disposal.
- 5.6.1.1.2 Assure proper manifest and documentation completion for hazardous waste.
- 5.6.1.1.3 Handle and coordinate all hazardous material pickup, storage, and disposal.
- 5.6.1.1.4 Prepare weekly Hazardous Material inventories.

#### **5.6.1.2 ADDITIONAL INFORMATION**

Handling hazardous waste includes coordinating solid waste removal and dead animal/biohazards disposal from district/school facilities. Each time this service is required will be called an event. Manifests for movement and disposal of hazardous waste will be in accordance with the applicable Fort Benning environmental instructions. Also, SP is responsible for tracking of hazmat material, weekly and monthly inspection of Satellite Accumulation Points (SAP), and waste inventory. Waste inventory must be completed weekly and submitted to the DGR. Hazardous materials include diesel fuel and paints. The SP shall comply with 29 CFR and 40 CFR. The annual Hazardous Material/Waste training is provided by the Host command during the summer months at one of the schools. Training is conducted for custodial and maintenance workers.

### **5.6.2 ASBESTOS INSPECTIONS**

#### **5.6.2.1 REQUIREMENTS**

The SP shall:

- 5.6.2.1.1 Perform semi-annual visual inspection of known asbestos
- 5.6.2.1.2 Provide training in "Asbestos Awareness" for all custodians and maintenance workers

#### **5.6.2.2 ADDITIONAL INFORMATION**

AHERA reports will be available showing all known asbestos located in each facility. A semi-annual visual inspection must be performed to verify if asbestos has been disturbed. Reports of these inspections are made to the DGR. Asbestos Awareness training is provided annually.

#### **5.6.3 AIR QUALITY**

##### **5.6.3.1 REQUIREMENTS**

The SP shall:

5.6.3.1.1 Perform checks of air quality

##### **5.6.3.2 ADDITIONAL INFORMATION**

This requirement calls for a check for humidity, pollen and mold levels within the DDESS facilities. Checks will be on an as needed basis. If problems are identified, coordination must be done with the Industrial Hygiene office on the Army post. This function is only performed at Fort Benning schools..

PROCUREMENT SENSITIVE

Quality and Timeliness Standards

RFP #	Requirement	Quality Standard	APL	Lot	Timeliness Standard	APL	Max
<b>5.6.1</b>	<b>Hazardous Material Management</b>						
5.6.1.1.1	Handle and coordinate all hazardous <u>waste</u> pickup, storage, and disposal.	Hazardous waste is handled and coordinated IAW with EPA regulation, installation regulation, DODEA regulations, and 40 CFR.	95%	Number of events per month	Hazardous waste pickup, storage, and disposal handled IAW 40 CFR and installation regulation.	100%	N/A
5.6.1.1.2	Assure proper manifest and documentation are completed for hazardous waste.	Manifest and documentation are complete with no error or omission.	95%	Number of manifests and documents completed per month	Manifest completed within time set in 40 CFR and installation regulations.	100%	N/A
5.6.1.1.3	Handle and coordinate all hazardous <u>material</u> pickup, storage, and disposal.	Hazardous material pickup, storage and disposal coordinated IAW EPA regulations, installation regulations, DODEA regulations, and 29 CFR regulations.	95%	Number of pieces of hazardous material handled per month	Hazardous material pickup, storage, and disposal handled IAW 29 CFR and installation regulation.	100%	N/A
5.6.1.1.4	Prepare weekly Hazardous Material inventories.	Inventory lists all hazardous material on hand each week.	95%	Number of inventories per month	Inventories are submitted to DSO the first working day after completion of the school week.	90%	Inventories are submitted to DSO the second working day after completion of the school week
<b>5.6.2</b>	<b>Asbestos Inspections</b>						
5.6.2.1.1	Perform semi-annual visual inspection of known asbestos	All known asbestos is visually inspected and report is completed and signed by inspector	100%	Number of asbestos locations in the ARERA report.	Inspections performed within 6 months of last inspection.	95%	Inspections performed within 7 months of last inspection.

PROCUREMENT SENSITIVE

RFP #	Requirement	Quality Standard	APL	Lot	Timeliness Standard	APL	Max
5.6.2.1.2	Provide training in "Asbestos Awareness" for custodians and maintenance workers.	Training covers all potential hazards that can be encountered with asbestos and employees are taught how to react if they locate asbestos that has not been identified in the AHERA report.	100%	# of employees trained per year	All employees trained within 1 month of school opening	95%	All employees trained within 2 months of school opening
<b>5.6.3</b>	<b>Air Quality</b>						
5.6.3.1.1	Perform checks of air quality	Instruments used for checks have been calibrated and the test conducted within the guidelines of the Industrial Hygiene, Dept of Army.	90%	# of checks performed per year	Checks performed within one working day of request	85%	Checks performed within two working days of request

PROCUREMENT SENSITIVE

Workload Projections

RFP #	Requirement	Workload Indicator	Current Year	Base Year	1st Option Year	2nd Option Year	3rd Option Year	4th Option Year
<b>5.6.1</b>	<b>Hazardous Material Management</b>							
5.6.1.1.1	Handle and coordinate all hazardous <u>waste</u> pickup, storage, and disposal.	# of events	FB-44 R-2	FB-44 R-2	FB-44 R-2	FB-44 R-2	FB-44 R-2	FB-44 R-2
5.6.1.1.2	Assure proper manifest & documentation are completed for hazardous waste.	# of manifests & documents completed	FB-44 R-2	FB-44 R-2	FB-44 R-2	FB-44 R-2	FB-44 R-2	FB-44 R-2
5.6.1.1.3	Handle and coordinate all hazardous <u>material</u> pickup, storage, and disposal.	# of pieces of hazardous material handled	FB-18 R-2	FB-18 R-2	FB-18 R-2	FB-18 R-2	FB-18 R-2	FB-18 R-2
5.6.1.1.4	Prepare weekly Hazardous Material inventories.	# of inventories completed	FB-364 R-104	FB-364 R-104	FB-364 R-104	FB-364 R-104	FB-364 R-104	FB-364 R-104
<b>5.6.2</b>	<b>Asbestos Inspections</b>							
5.6.2.1.1	Perform semi-annual visual inspection of known asbestos	# of asbestos locations in the AHERA report.	FB-50 R-50	FB-50 R-50	FB-50 R-50	FB-50 R-50	FB-50 R-50	FB-50 R-50
5.6.2.1.2	Provide training in "Asbestos Awareness" for custodians and maintenance workers	# of employees trained	FB-30 R-3	FB-30 R-3	FB-30 R-3	FB-30 R-3	FB-30 R-3	FB-30 R-3
<b>5.6.3</b>	<b>Air Quality</b>							
5.6.3.1.1	Perform checks of air quality	# of checks performed	FB-5 R-0	FB-5 R-0	FB-5 R-0	FB-5 R-0	FB-5 R-0	FB-5 R-0

## SECTION C-6

### 6 GOVERNING DIRECTIVES

#### 6.1 PUBLICATIONS AND FORMS

Publications and forms that apply to this PWS are listed below. The publications have been coded as either mandatory or advisory. The SP is obligated to follow those publications coded as mandatory. The SP shall be guided by the publications coded advisory to the extent necessary to accomplish requirements in this PWS. All publications and forms listed will be made available at the start of the award. Some publications and forms are available at:

[http://www.odedodea.edu/regs/regs\\_num.htm](http://www.odedodea.edu/regs/regs_num.htm)

#### 6.2 SUPPLEMENTS AND AMENDMENTS

The Government shall provide follow-on requirements to the SP when changes occur. Supplements or amendments to listed publications from any organization level may be issued during the life of the award. **ANY ADJUSTMENTS WILL BE DONE IAW THE CHANGES CLAUSE FAR 52.243.1.**

#### 6.3 GOVERNMENT'S RIGHTS TO SP'S OPERATING LOGS AND FORMS

The Government shall have unlimited rights to use, duplicate, or disclose SP's operating logs and forms, in whole or in part, in any manner, for purposes associated with execution of this award. The purpose of this statement is to minimize disruptions in service and preserve historical data in the event the SP is changed. This does not apply to publications determined to be proprietary to the SP. Records maintained by the SP remain the property of the United States Government and will be retained **IAW DISPOSITION INSTRUCTIONS.**

#### 6.4 DIRECTIVES, INSTRUCTIONS AND NOTICES

Directives, Publications, and Forms, which apply to the PWS, are listed in the table below and coded as mandatory (M) or advisory (A). The SP is obligated to be fully compliant with all documents coded as mandatory. The SP shall be guided by those documents coded as advisory to the extent necessary to accomplish requirements in this PWS. The SP shall adhere to the Base and Post Safety Policies & Higher Headquarters Regulations.

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<b><u>Document</u></b>	<b><u>Title</u></b>	<b><u>M/A</u></b>	<b><u>Website</u></b>
Public Law 91-596	Occupational Safety and Health Act	M	<a href="http://www.osha.gov/">http://www.osha.gov/</a>
29 CFR	OSHA Regulation	M	<a href="http://www.gpoaccess.gov/cfr/index.html">http://www.gpoaccess.gov/cfr/index.html</a>
29 CFR 1910.1001	Asbestos	M	<a href="http://www.gpoaccess.gov/cfr/index.html">http://www.gpoaccess.gov/cfr/index.html</a>
40 CFR	Protection of Environment	M	<a href="http://www.epa.gov/epahome/cfr40.htm">http://www.epa.gov/epahome/cfr40.htm</a>
40 CFR Part 112	Spill Prevention, Control and Countermeasure	M	<a href="http://www.epa.gov/oilspill/spcc.htm">http://www.epa.gov/oilspill/spcc.htm</a>
Clean Air Act	Clean Air Act Amendment of 1990	M	<a href="http://www.epa.gov/air/oaq_caa.html/">http://www.epa.gov/air/oaq_caa.html/</a>
Clean Air Act Section 612	Significant New Alternatives Policy		<a href="http://www.epa.gov/ozone/snap/index.html">http://www.epa.gov/ozone/snap/index.html</a>
DoDEA 2050.9	DoDEA Regulation on Child Abuse Reporting	M	<a href="http://www.dodea.edu/foia/iod/pdf/2050_9.pdf">http://www.dodea.edu/foia/iod/pdf/2050_9.pdf</a>
DoDEA 4700.1	DoDEA Antiterrorism Program	M	<a href="http://www.dodea.edu/foia/iod/pdf/4700_1.pdf">http://www.dodea.edu/foia/iod/pdf/4700_1.pdf</a>
DoDEA 4700.2	DoDEA Internal Physical Security	M	<a href="http://www.dodea.edu/foia/iod/pdf/4700_2.pdf">http://www.dodea.edu/foia/iod/pdf/4700_2.pdf</a>
DoDEA 4800.1	DoDEA Safety Program	M	<a href="http://www.dodea.edu/foia/iod/pdf/4800_1.pdf">http://www.dodea.edu/foia/iod/pdf/4800_1.pdf</a>
DS Regulation 4800.4	DoDDS Chemical Hygiene and Safety Program	M	<a href="http://www.dodea.edu/foia/iod/pdf/4800_4.pdf">http://www.dodea.edu/foia/iod/pdf/4800_4.pdf</a>
DoDEA 4800.5	DoDEA Bloodborne Pathogen Exposure Control Program	M	<a href="http://www.dodea.edu/foia/iod/pdf/4800_5.pdf">http://www.dodea.edu/foia/iod/pdf/4800_5.pdf</a>
DoDD 6400.1	Family Advocacy Program		<a href="http://www.dtic.mil/whs/directives/corres/pdf/d64001_062392/d64001p.pdf">http://www.dtic.mil/whs/directives/corres/pdf/d64001_062392/d64001p.pdf</a>